

AGENDA

Day 1

8:30 a.m. Introduction to JUSTICE
9:00 a.m. Orientation (If new employees are present)*
10:00 a.m. Begin Civil Training
10:30 a.m. Break
11:30 a.m. Lunch
1:00 p.m. Resume Civil Training
2:45 p.m. Break
4:30 p.m. Class Dismissed

Civil Training will include:

Dissolution Case

Schedule
Assign Costs
Add Complex Judgments
Disposition of Case
Issue Receipts on Judgments
Review of Screens:
 Costs Worksheet
 Statement of Costs Due
 Party Balance Due
 Inquire Financial Information
 Pre-SDU Judgment Inquiry by Case

Paternity Case

Issue Summons
Return Summons
Add Complex Judgments

Transcribed Judgment Case

Assign Costs
Add Basic Judgment
Issue Garnishment
Add Associated Parties
Record Party Groups

Civil Appeal to Supreme Court

Notice of Appeal
Certificate Supreme Court
Appeal Transcript
Bill of Exceptions
Certificate of Transcript
Transcript
Mandate
Appeal Bond

Day 2

8:30 a.m.	Begin Criminal Training
10:30 am.	Break
11:30 a.m.	Lunch
1:00 p.m.	Resume Criminal Training
2:45 p.m.	Break
4:30 p.m.	Class Dismissed

Criminal Training will include:

Bindover

- Electronic Bindover of Case
- Transcript from County Court
- Case Cross Reference
- Information
 - Claiming
- Add an Alias
- Add a Bond
 - Assign the Bond
- Amend Charges
- Enter Plea
- Schedule for Trial
- Add Witnesses
- Issue Subpoenas
- Return Subpoenas
- Issue Warrant
- Assign Costs
- Enter Disposition of Charges
 - Abstractable Offenses
- Dispose of Case
- Issue Commitment

Appeal from County Court

- Electronic Bindover of Case
- Transcript from County Court
- Case Cross Reference
- Schedule
- Bond Review
- Add Bond
- Reversal of Decision or Affirmation of Decision
- Check Files Out and In
- Mandate to County Court

Day 2 (continued)

Felony Original

Set Up Original Felony Case
DCN Number
Information and Cover Sheet
Arraignment
Add Bond
Enter Plea
Amend Charge
Presentence Investigation
Enter Disposition
Dispose of Case

Day 3 (optional)

8:30 a.m. Begin Financial Training
10:30 a.m. Break
11:30 a.m. Lunch
1:00 p.m. Resume Financial Training
2:45 p.m. Break
4:30 p.m. Class Dismissed

Financial Training will include:

Non-Case Receipting and Disbursing
Claim Processing
Remit Contempt Money to HHS
Receipt Case for SDU
Receipt for Purge Order Payment
Payment in Check – Part to SDU, Part to Court
Criminal Adjustments of Bond Money
Bond Forfeiture
Issuing and Voiding Receipts
Investments
Request from Auditor
Review Supplemental Training Materials
 Review of Financial Reports
 Receipt Information
 Daily Balancing
 Fee Checks
 Monthly Balancing
 Cases Filed Report
 Submitting Fee Claim/Receipting Fee Claim
 Check Reconciliation

- * Orientation will be at 9:00 a.m. on the first day of training at the Lincoln Training Center and at 1:00 p.m. on the first day of training at the North Platte Training Center.